

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I.	<u>Class Title:</u> Economic Development/RDA Assistant	<u>Revision Date:</u>	6/08
		<u>EEO Code:</u>	Admin. Sup.
		<u>Status:</u>	Non-Exempt
		<u>Control No:</u>	30201

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general direction of the Economic Development/RDA Director, assists in the recruitment, retention and expansion of businesses and organizations within Sandy City.

III. Essential Duties

- C Assists in City-wide business retention and education programs.
- C Assists in the preparation of brochures reports and other written information including working with other agencies for the development and design of specific brochures for recruitment purposes.
- C Provides tours of the City and available business locations.
- C Makes presentations to various groups including the City Council, Planning Commission, Redevelopment Board, Municipal Building Authority and citizen groups.
- C Responds to inquiries regarding redevelopment projects; provides information on development, redevelopment and/or special improvement districts.
- C Acts as a liaison to the Sandy Chamber of Commerce or other community groups regarding business development activities, economic development efforts and/or the status of other projects.
- C Assists in the development and collection of information for Economic and Demographic Profiles of Sandy City.
- C Assists director with property management issues as assigned.
- C Represents department at ground breaking and grand opening ceremonies.
- C Coordinates Business Visitation Program with appropriate personnel as a tool to provide outreach for new and existing businesses on specific needs. This may include follow-up with certain departments for any concerns or issues the business may be facing and reporting to Economic Development/RDA Director as needed.
- C Responds to "Request for Information" from either state or private agencies in a timely manner concerning possible client location to the City by providing detailed demographic or other statistical information or brochures highlighting Sandy City and the market area.
- C Assists with presentations to various public or private groups on behalf of Economic Development or Administration.
- C Maintains and updates Economic Development portion of web site.
- C Coordinates, plans and prepares materials as appropriate for public programs and presentations to discuss economic and statistical information in Sandy and the surrounding areas.
- C Acquires materials, set-ups and mans booths at various functions throughout the year.
- C May handle various, specific administrative activities as assigned by the Director.
- C May involve covering front desk duties such as answering phones and incoming traffic when needed.

IV. Marginal Duties:

- C Attends various community events during and after work hours.
- C Serves on various community and City related committees.

V. Qualifications:

Education and Experience: Requires two years of college courses in urban planning, public relations, business administration, finance, or related field or three years business related experience, including extensive experience in the use of computer software including statistical packages, databases, photo editing and web design and editing.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Principles and practices of economic development and redevelopment; correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices and procedures; office management; proper presentation skills for use when attending various committee meetings; urban planning issues; transportation, housing, and economic development; statistical research techniques; personal computers and word processing, spreadsheet and presentation programs and other related software packages.

Responsible for: Dealing daily with developers and business owners; must determine how much information needs to be released to favorably influence businesses to locate and develop in Sandy; moderate responsibility for the care, condition, and use of materials, tools, equipment, and money.

Communication Skills: Ability to professionally furnish and obtain information from other departments and outside economic development agencies; contact with other departments, requiring tact and judgement to avoid friction; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules requiring and influencing of others to obtain desired result; regular and frequent outside contact with persons of high rank requiring tact and judgement to deal with and influence people; requires a well developed sense of strategy and timing.

Tool, Machine, Equipment Operation: Type 65 wpm; requires regular use of a computer, printer, copier, laptop, projector and digital camera; regular use of software including desk top publishing; website development and editing; database management and internet research.

Analytical Ability: Communicate effectively verbally and in writing; prioritize tasks; design and development skills for brochures and detailed packets; work well under pressure and impending deadlines; establish effective relationships with employees, the public, developers, and financiers; organize research studies; use personal computer and software.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; capacity to be a self-starter. Frequent exposure to stressful situations due to high interaction levels with the public and exposure to deadlines; occasional evening and weekend work to attend meetings and meet deadlines; constant attendance is required; occasional field work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supercedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____